

Mar 2021 Month End Close Check list according to working day due

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Mar	21	Mar	22	Mar	23	Mar	24	Mar	25	Mar	26	Mar	27
Mar	28	Mar	29	Mar	30	Mar	31	Apr	1	Apr	2	Apr	3
		All Inter -departmentals fed to Finance		G16150 (motor pool, facilities management, work orders, print shop billing)		Clear Unidentified deposits clearing G22990, G22999		Certify cash deposit at CMCS the first business day the following month					
				Clear out C14000 Pay 4 Print		Interest distribution/bank charges fed to Finance		Balance Expenses & Receipts with CMCS for 16075		Good Friday			
				Clear out C14000 P-Cards		Clear out 4% Withholding		Prepare Month End Journal Entries					
				Clear out C14000 Telephone billing		Clear out Payroll Clearing		Audit Void Check Register and balance with Banner (FARCHKR)					
				Clear out C14000 Postage billing		Cl's closed and balance with CMCS		Balance Transfers					
				Monthly Payroll fed to Finance		Post Indirect Cost to Grants		Balance Allotments					
Apr	4	Apr	5	Apr	6	Apr	7	Apr	8	Apr	9	Apr	10
		Double check with Accounts Receivable that all feeds are posted								Prepare Month End Reports 702, 802, 805			
		BR feed to clear out account G11195								Check CMCS to make sure it is up-to-date			
		Negative Budget Clean up for 16075								Confirm all steps are complete			
		All budget transactions fed to Finance											
		Capital Asset Entry Processed											
Apr	11	Apr	12	Apr	13	Apr	14	Apr	15	Apr	16	Apr	17
		Run WURNCAS program, transmit to OSC											
		AT quarter end, manually submit Allotment Reversion to NCAS											
		Reconcile WURNCAS/Banner BD701, 702, 725 and Trust											
		Pre-certify with OSC - Record Ticket #											
		Close Banner month, notify Business Office personnel											
Apr	18	Apr	19	Apr	20	Apr	21	Apr	22	Apr	23	Apr	24